

POL	ELECTION OF MEMBERS TO EXTERNAL BOARDS, PANELS OR COMMITTEES	AC5
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POLICY CODE:	AC5
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	10 September 2015
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AC3
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	2 June 2015 27 August 2015 24 August 2017
OCM:	11 June 2015

BACKGROUND:

Council is regularly requested to nominate candidates for external Boards, Panels and Committees whose functions are integral, or otherwise of relevance, to local government. Where possible, these appointments will take place following the biennial Council elections cycle in accordance with Policy SC29 "Elected Members Representing Council on External Committees". However, where appointments are required to be confirmed outside of this timeframe, it is necessary for Council to select a suitable candidate or candidates on an as required basis.

PURPOSE:

To expedite and streamline the process of nominations by elected members for appointment to various external organisations which have relevance to the functions of the City of Cockburn.

POLICY:

- (1) Upon notification to the Chief Executive Officer (CEO) of any request from an external organisation for Council to nominate an elected member representative or representatives to that organisation, the CEO is to advise all elected members of the request as soon as practicable following the notification, seeking expressions of interest for the position/s.

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- (2) The advice from the CEO will contain as much information as possible related to the vacancy, including such details as frequency / timing of meetings and whether remuneration to members is applicable, to enable elected members to consider their interest and suitability for the position/s sought.
- (3) The CEO will advise that formal nominations from elected members wishing to be considered for the relevant role/s can be submitted to the Executive Services Unit and this advice will include the dates and times that nominations will open and close and whether any necessary supporting information or documentation is required to accompany their nomination, and provide a copy of the completed nomination form and any supporting information or documentation provided by the Elected Member(s) to all Elected Members prior to the meeting.
- (4) Each Elected Member who has nominated to be provided with up to two minutes at the relevant Council Meeting to present their case for being elected to the vacancy that is before Council.
- (5) Elected Members to vote on the nominations before them if there is more than one nomination, when called upon to do so by the Presiding Member.
- (6) If there is a majority vote for one or more Elected Member or Members a resolution of Council is then required to appoint the Elected Member or members, as the case may be, to the position or positions.